

POSITION ANNOUNCEMENT

POSITION: Director of Human Services
LOCATION: Kaibab Indian Reservation
OPENING DATE: June 18, 2012
CLOSING DATE: Until Filled
SALARY RANGE: \$45,000 - \$60,000 DOE
HOURS PER WEEK: 40 Hours
REPORTS TO: Tribal Administrator
CLASSIFICATION: Full-Time Permanent

TYPICAL DUTIES:

Provide clinical supervision of Human Services which include Social Service Worker, Case Worker, Substance Abuse Counselor, and Support Services. Review all treatment plans, service plans, clinical diagnosis, and referrals for off-reservation services including additional mental health treatment, psychological evaluations, psychiatric assessments, or residential treatment. Responsible to review and monitor budgets for all positions within department, approve all program events, hold weekly staff meetings with all members of the department to review current cases, discuss any matters of concern, and to keep the line of communication open. Provide clinical services related to Mental Health including emergency or crisis interventions.

Incumbent is responsible for meeting tribal members needs as identified to protect and provide support to Native families on the reservation. Incumbent assesses human services needs for children, youth, elder, adults, and tribal families. Documents client progress, compiles case histories and prepares other related reports. Conduct clinical family assessments and clinical family meetings

EMPLOYMENT STANDARDS:

KNOWLEDGE OF:

Knowledge of Tribal P.L. 93-638 programs and working with Native American communities is preferred, but not required. Thorough knowledge of the principles, procedures, techniques, and literature of the Human Service/Behavioral Health field is a must.

ABILITY TO:

Work in a tribal government setting, work cooperatively with clients, tribal court, various agencies, the public and other staff members for the betterment of services to the tribal community. Ability to work independently as well as in a team setting. The ability to work under pressure and to meet deadlines is a must. Incumbent will plan and attend meetings, seminars and conference, so some travel will be required.

POSSESSION OF:

Masters of Social Work (LCSW) with 2 years experience in human services field. Incumbent must be licensed in the State of Arizona within 1 year of hire date. Must have leadership ability, excellent communication skills, both written and orally and a positive work attitude and ethic. Must have a valid driver's license and a recent driving record must be submitted with application.

DRUG-FREE WORKPLACE POLICY:

The Kaibab Paiute Tribe is committed to providing a drug-free workplace for its employees, volunteers and the community it serves. By Kaibab Paiute Tribe policy, this position requires pre-employment drug testing.

Employment applications are available online on our website – www.kaibabpaiute-nsn.gov or at the Tribal Affairs Building located on 1 North Pipe Springs Road Fredonia, AZ 86022. Interested applicants must return completed applications for consideration and be able to provide evidence of sufficient academic performance no later than the closing date listed above. For more information, contact the Tribal Administrator at (928) 643-8302.

THE KAIBAB PAIUTE TRIBE IS AN EQUAL OPPORTUNITY EMPLOYER AND ADHERES TO
THE INDIAN PREFERENCE ACT